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U.S. Department of Homeland Security CBP.gov[Print Preview](#)[Agency Contact Info](#)**Job Announcement Number:**

MHCMP-1358624-AN

Control Number: 398236400**Job Title:** SECOND LINE SUPERVISORY CBP OFFICER (PORT DIRECTOR)**Department:** Department Of Homeland Security**Agency:** Customs and Border Protection**Job Announcement Number:** MHCMP-1358624-AN

This position is closed and no longer accepting online applications through USAJOBS.

The contents of the announcement can still be [viewed](#).

SALARY RANGE: \$83,848.00 to \$109,001.00 / Per Year

OPEN PERIOD: Wednesday, March 25, 2015 to Tuesday, April 7, 2015

SERIES & GRADE: GS-1895-13

POSITION INFORMATION: Full Time - Permanent

PROMOTION POTENTIAL: 13

DUTY LOCATIONS: 1 vacancy in the following location:
Indianapolis, IN [View Map](#)

WHO MAY APPLY: Current U.S. Customs and Border Protection employees with competitive status.

SECURITY CLEARANCE: Public Trust - Background Investigation

SUPERVISORY STATUS: Yes

JOB SUMMARY:*Customs & Border Protection (CBP): Securing America's Borders*

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling. DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resiliency to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS. Discover a challenging and rewarding career in CBP, the sole organization responsible for securing the nation's borders. At U.S. Customs and Border Protection, we:

- Screen passengers, vehicles, and shipments entering our country
- Seize illegal narcotics, vehicles, and agricultural products
- Prevent unauthorized entry into the country
- Rescue individuals who fall into dangerous conditions traversing our border

For more information about CBP's mission, activities, and careers, please see <http://www.cbp.gov>.

Joining the Customs and Border Protection Office of Field Operations will allow you to use your expertise to detect and prevent terrorists and instruments of terror from entering the U.S. This position starts at a salary of \$83,848.00 (GS-13 Step 01). Apply for this

exciting opportunity to strengthen homeland security by enforcing applicable laws and facilitating the orderly and efficient flow of international trade and travel.

Who May Apply: Current U.S. Customs and Border Protection employees with competitive status.

- For definitions of terms found in this announcement, please see http://www.dhs.gov/xabout/careers/gc_1303762131481.shtm.

Organizational Location: This position is located within U.S. Customs and Border Protection, Office of Field Operations, Chicago Field Office, Indianapolis, IN.

One or more selections may be made using this job opportunity announcement.

TRAVEL REQUIRED

- 25% or Greater
- You will be required to travel frequently.

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- You must be a U.S. Citizen to apply for this position
- You may be required to pass a background investigation and/or polygraph
- Males born after 12/31/1959 must be registered with Selective Service
- Primary U.S. residency for the last three years (see "Other Information")
- You may be required to pass initial and random drug testing
- You must pass the CBP Officer Promotional Assessment (including in-basket)
- You will be required to carry a firearm and maintain firearm proficiency
- You must possess a valid driver's license

DUTIES:

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In this second-line supervisory position you will become a key member of a team of homeland security professionals enforcing applicable laws and facilitating the orderly and efficient flow of international trade and travel. Typical work assignments include:

- Supervising, planning, directing, coordinating, assigning and evaluating all work activities regarding the full range of inspection, intelligence analysis, examination, and law enforcement activities relating to the arrival and departure of persons, conveyances, and merchandise at Ports of Entry (POE).
- Interpreting the laws and regulations of a broad range of Federal, State, and local agencies relating to the admissibility of people, cargo, and conveyances.
- Directing, coordinating and overseeing the work through subordinate supervisors (or team leaders).
- Making decisions on work problems presented by subordinate supervisors, evaluating subordinate supervisors, reviewing and approving serious disciplinary actions involving non-supervisory subordinates, and make or approve subordinate non-supervisory selections.
- Exercising significant responsibility in dealing with officials of other units or organizations and in advising management officials of higher rank.

QUALIFICATIONS REQUIRED:

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GS-13: You qualify at the GS-13 level if you possess one year of specialized experience, including leading, directing, supervising, or providing technical direction to others in performing inspection, intelligence analysis, examination, and law enforcement activities relating to the arrival and departure of persons, conveyances, and merchandise into the U.S. Experience supervising Customs and Border Protection related work activities is preferred.

Secondary CBP Officer Requirement: The criterion is that knowledge, skill and ability in a position deemed to meet primary CBPO special retirement coverage is a mandatory prerequisite to satisfactory perform the major duties and responsibilities of this job. In order to meet the requirements of this secondary CBP Officer position you must have permanently served in a primary CBP Officer Special Enhanced Retirement covered position, i.e. Customs Inspector, GS-1890, Immigration Inspector, GS-1816, Canine Enforcement Officer, GS-1801, or CBP Officer, GS-1895.

Note: If you currently serve in a permanent secondary CBP Officer Special Enhanced Retirement covered position, you are exempt from this mandatory prerequisite.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

You must:

- Meet all qualification requirements, subject to verification at any stage of the application process; and
- Meet all applicable Time in Grade requirements (current Federal employees must have served 52 weeks at the next lower grade or equivalent grade band in the Federal service) by Tuesday, April 07, 2015.

Promotion Eligibility Rules as of Oct 01, 2013 (Directive No. 51332-022B): CBP requires competition for selection into supervisory and managerial positions for occupations covered by competency-based assessments.

- First-line GS-13 supervisors who have not held a permanent second-line or higher supervisory/managerial level position must compete. GS-13 applicants will not be considered non-competitively for the GS-13 second-line or higher supervisory/managerial position from a first-line supervisory position.
- Mandatory competition for this position now carries a one year requisite time-in-position at the first-line supervisory GS-13 position.
- The above requirement does not apply if you currently hold or previously held a permanent supervisory or managerial GS-13 second-line (or higher) or equivalent position.
- Temporary and permanent Course Developer/Instructors (CDIs) will follow eligibility requirements for first-line supervisors. Incumbents in these positions will be eligible to compete for the GS-13 second-line or higher supervisory/managerial positions after serving the one year requisite time-in-position as a GS-13 CDI.
- To view the career ladder policy in its entirety, please visit the HRM career center webpage on CBPNET.

Physical and Environmental Conditions: The work environment includes offices, aircraft operation areas, airline passenger and cargo areas, and marine docks. Periods of outdoor work may be required in snow, rain, or extreme heat. Occasional periods of outdoor work may be required in remote areas with no modern comfort facilities. The work may involve the use of toxic chemicals, pesticides and fumigants. Protective clothing may be required such as hard hats, gloves, goggles, hearing protection, and respirators.

Firearms Requirement: You will be required to carry a firearm and maintain firearm proficiency. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition. You will be required to certify whether you have ever been convicted of such an offense. False or fraudulent information is criminally punishable by fine or imprisonment.

Motor Vehicle Operation: You must possess a current valid State driver's license at the time of appointment.

Data Systems: You will be required to maintain access to all data systems necessary for duty execution.

Shift Work/Overtime: You will be required to work on a shift and rotational basis and perform substantial amounts of overtime.

Rotation of Assignments/Duty Locations: Applicants may be required to rotate assignments and duty locations.

Uniform: This position requires you to wear an officially-approved uniform while in a duty status.

Supervisory Probationary Period: You may be required to serve an 18 month probationary period upon appointment and complete a supervisory training course within 12 months of assignment.

Basic Training: You may be required to attend approximately 18 weeks of training at the CBP Academy at FLETC. Candidates selected for certain duty locations may receive an additional 6 weeks of Spanish language training.

If you are not a current GS-1895, and you are selected, you will have to meet the following medical/physical standards:

Physical and Medical Requirements: Because the duties of the position are of a strenuous nature and require a high degree of interaction and responsibility to the public, you must undergo and successfully pass our medical screening process. We will schedule, provide and pay for the required basic medical examination. For more information, go to http://www.cbp.gov/sites/default/files/documents/cbpo_drug_test_3.pdf

Physical Fitness Screening: Due to the strenuous nature of the CBP Officer duties and the associated training programs, fitness tests have been developed and will be used to screen candidates for CBP Officer positions. Candidates will be required to pass 2 pre-employment fitness tests. For more information, go to: <http://www.cbp.gov/careers/join-cbp/which-cbp-career/cbp-officer>

HOW YOU WILL BE EVALUATED:

Qualified U.S. Customs and Border Protection (CBP) candidates will be ranked on the basis of the scores received on your CBP Officer Promotional Assessment. Competitive applicants must have a valid test score when the announcement opens, or we cannot consider you for this position. Alternate Staffing (Non-Competitive) Candidates need not have a current, valid test score. Alternate Staffing (Non-Competitive) candidates include applicants who have permanently held a second-line supervisory/managerial position or equivalent at the highest grade announced or higher.

Your application record will remain in a pending status until after the announcement closes, at which time we will upload test scores. If you have completed the assessment questionnaire and have uploaded all required documents for this announcement, there is nothing further you need to do at this time. If you are best qualified, you may be referred to the hiring manager for consideration and may be called for an interview.

To preview the job questionnaire, see [View Occupational Questionnaire](#).

Knowledge, Skills, Abilities and Other Characteristics (KSAOs):

Candidates who meet the minimum qualification requirements are required to possess certain Knowledge, Skills, Abilities, or Other Characteristics (KSAOs) to successfully perform the functions of this position. Candidates will be asked to demonstrate their attainment of these KSAOs in their resume. The KSAOs are:

- Knowledge of Customs and Border Protection laws, regulations and precedents as well as CBP Officer processes, techniques, activities and law enforcement procedures to

enforce and administer laws related to the arrival and departure of persons, conveyances, and merchandise at the Port of Entry (POE).

- Ability to deal with widely varying and complex or sensitive situations; identify possible violations; and to distinguish criminal intent and admissibility.
- Knowledge of principles and techniques of management to accomplish work through others.

Agency Career Transition Assistance Program (CTAP) eligibility: If you have never worked for the federal government, you are not CTAP eligible. Information about CTAP eligibility is on the OPM's Career Transition Resources website at:

http://www.opm.gov/Reduction_In_Force/employee_resources/ctap/Employee-Guideline_CTAP.asp#3a

. To be considered well qualified under CTAP, you must be rated at a minimum score of 85 for this position. In addition, you must submit the supporting documents listed in the "Required Documents" section of this announcement.

BENEFITS:

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DHS offers competitive starting salaries and an attractive benefits package, including: health, vision, dental, life and long-term care insurance, Thrift Savings Plan (similar to a 401(k)), Flexible Spending Account, retirement plan, Employee Assistance Program, personal leave days and paid federal holidays. Other benefits may include: flexible work schedules, telework, tuition reimbursement, transportation subsidies, uniform allowance, health and wellness programs, and fitness centers. DHS is committed to employee development and offers a variety of employee training and development opportunities. For more information, please go to www.dhs.gov/careers and select "Benefits".

Relocation expenses **will not** be paid. To compare cost of living data, calculate mortgage scenarios, or gather information on communities and school districts, please visit the website: <http://www.relocationessentials.com/aff/lifecare/tools/salary/col.aspx>

Retirement Coverage: This position has been identified as a secondary position as provided under the enhanced retirement provision of Public Law 110-161 for Customs and Border Protection Officers. Please see http://cbpnet.cbp.dhs.gov/xp/cbpnet/hrm/retirement/new_cbpo_retirement_coverage/cbp_faqs.xml for requirements of secondary coverage. Information is also available by calling the CBPO Retirement Coverage toll-free hotline at 1-866-469-7359 or emailing questions to rabaservices@cbp.dhs.gov

OTHER INFORMATION:

Background Investigation: Customs and Border Protection (CBP) is a federal law enforcement agency that requires all applicants to undergo a thorough background investigation prior to employment in order to promote the agency's core values of vigilance, service to country and integrity. During the screening and/or background investigation process, you will be asked questions regarding any felony criminal convictions or current felony charges, the use of illegal drugs (i.e., marijuana, cocaine, heroin, LSD, methamphetamines, ecstasy) and the use of non-prescribed controlled substances including any experimentation, possession, sale, receipt, manufacture, cultivation, production, transfer, shipping, trafficking, or distribution of controlled substances. Entry into this position may require that you successfully pass a polygraph examination. For more information, please see: http://www.cbp.gov/xp/cgov/careers/apply/mandatory_back_invest.xml.

Probationary Period: Current and former federal employees may be required to serve or complete a probationary period.

This position is not covered under the bargaining unit.

CBP uses E-Verify, an internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about E-Verify here, <http://www.uscis.gov/e-verify>, including your rights and responsibilities.

Every individual receives a fair opportunity throughout the Federal recruitment and hiring process. To learn more, click on the link

https://hru.gov/Studio_Recruitment/tools/Mythbuster_on_Federal_Hiring_Policies.pdf

Follow U.S. Customs and Border Protection on Twitter [@CustomsBorder](#)

Please view the video "Protecting America 24/7" to learn more about CBP's Office of Field Operations: http://cbpapps.cbp.dhs.gov/oyo/2011/protecting_america/pro_america.wmv

HOW TO APPLY:

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To begin your online application, click "**Apply Online**" to create a USAJOBS account and follow the prompts or log in to your existing account. Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" section below for additional information. All application materials, including transcripts, must be in English.

We strongly encourage you to apply online. If you cannot apply online, you may fax your resume, assessment questionnaire, and supporting documents to **(478) 757-3144**. You must print a copy of and document your responses to the assessment questionnaire [View Occupational Questionnaire](#) using OPM Form 1203-FX http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf, and the official fax cover sheet: <http://staffing.opm.gov/pdf/usascover.pdf>. Please include job opportunity announcement ID 1358624 and provide your SSN, name, and address using the exact name you used when you filled out the questionnaire. If you have uploaded documents into your application, you do not need to fax those same documents.

Applications and supporting documentation will not be accepted by mail or email. The address below is for inquiries only. You may apply more than once, but the most recent application is the only one that will be used. **You must submit your resume, your online questionnaire, and any supporting documents by 11:59 PM Eastern Time on Tuesday, April 07, 2015**

REQUIRED DOCUMENTS:

- **Your resume:** A resume describing your job-related qualifications is required and will be used for the purpose of reviewing your qualifications and determining what training, if any, would be required when placed. Your resume must be in English and must include your job titles and a detailed description of your duties and the dates you performed them (MM/DD/YY), as well as your hours per week for each position listed. Your resume should also contain your full name, address, phone number, email address, and salary. NOTE: Resumes stored on USAJOBS will not automatically carry over to this announcement. You must upload or fax your resume and any other applicable supporting documentation.
- **Your responses to the job questionnaire** [View Occupational Questionnaire](#)

- **Are you claiming special priority selection rights under the Agency Career Transition Assistance Program (CTAP)?** You must submit a separation notice; your most recent SF-50B (noting your current position, grade level and duty location); a current (or last) performance rating of record of at least fully successful or equivalent; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; or a Military Department of National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.
- **Veterans preference points are not applicable to Merit Promotion announcements.**
- You may be asked to provide a copy of your recent performance appraisal and/or incentive awards. Consideration will be given to performance appraisals and incentive awards as an indication of quality prior experience, no points will be assigned.

It is your responsibility to verify that any information entered, uploaded, or faxed is received and is accurate. Human Resources will not modify or change any part of your application. If a document is not legible, you will not be able to view it in your application and you must again upload or fax it by the closing date.

AGENCY CONTACT INFO:

CBP HIRING OFO STAFFING
Phone: (952)857-2932
Email: CBPHIRING-
OFSTAFFING@CBP.DHS.GOV

Agency Information:
CBP Minneapolis Hiring Center
5600 American Blvd
Suite 700
Bloomington, MN
55437-1450
USA

WHAT TO EXPECT NEXT:

Once the job opportunity announcement has closed, we will assess your experience and training, identify the best qualified applicants, and refer those applications to the hiring manager for further consideration and interviews. You will be notified by email after each of these steps has been completed. Stay informed of changes to your application status by signing up for automatic email alerts at: <https://my.usajobs.gov/Account/NotificationSettings.aspx>. If you are referred, you will receive a final notification of the disposition of the announcement. We expect to make a tentative job offer within 60 days after the close of the announcement. If you are selected, we may conduct a suitability/security background investigation.

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